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Chief, Management Staff

5 September 1956

Chief, O&amp;M Staff (DD/S Area)

## Work Report for Period 30 August 1956 Through 5 September 1956

1. Accomplishment

The newly organized O&M Staff, DD/S Area as created on 4 September 1956 has effected all necessary internal Management Staff personnel transfers and physical relocations. Orientation in projects of the area is proceeding.

2. Assignment

Effective this date the following workload was assumed:

- (1) MS 5-1, OC, Study of the Office of Comptroller Organization
- (2) MS 5-1A, OC, Follow-up on Implementation of Management Staff Recommendations regarding Survey of Fiscal Division
- (3) MS 5-1B, OC, Study of Budget Division
- (4) MS 5-1E, OC, Study of Technical Accounting Staff
- (5) MS 5-1F, OC, Study of Program Analysis Staff
- (6) MS 5-80, OL, Review of Procedures, Printing Services Division
- (7) MS 6-14, Study of Agency Overtime Practices
- (8) MS 6-19, OTR, Study of OTR Clerical Training Program
- (9) MS 6-28, OS, Transfer of UV Slots, Field to Headquarters, and Establishment of New Organizational Components
- (10) MS 6-47, OC, Study of Use of UV Funds to pay Agency Employees
- (11) MS 6-48, OS, Reorganization of Support Branch, SSD
- (12) MS 6-49, OTR, Study of OTR Language and Area Instruction

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- (13) MS-886, OL, Reorganization of Identification and Cataloging Branch, Supply Division
- (14) MS-936, OTR, Increase of Two Positions for the JOT Program
- (15) MS-949, OTR, Reorganization of Basic and Intelligence Schools and the Establishment of a School of International Communism

3. Training

Two hours - Seminar on specific methods and problems encountered in O&M work. [REDACTED]

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Three hours - Supervised assistance to experienced examiner. [REDACTED]

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[REDACTED]

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